

United States Postal Service

External Publication for Job Posting 10036057

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

Branch

Bay-Valley District

Job Posting Period

08/01/2016 - 08/19/2016

Job Title

PM RELIEF (ANNUITANT)

Facility Location

Positions may be at various locations within this District. Please list any specific locations where you are interested in working in your Summary of Accomplishments.

Position Information

Title: ANNUITANT HOLIDAY CLERK ASSISTANT

FLSA Designation: Non-Exempt

Non-Scheduled Days: Varies

Hours: Varies

Annuitants selected for this position will support USPS during the holiday season from November 12 through January 6, 2017.

DRIVING MAY BE REQUIRED: Annuitants may be required to have a valid state driver's license, a safe driving record, and at least two years of unsupervised experience driving passenger cars or larger. The driving must have taken place in the U.S. or its possessions or territories or in U.S. military installations worldwide.

SALARY RANGE: \$16.06 per hour paid bi-weekly

FINANCE NUMBER: 361680

Persons Eligible to Apply

This is a noncompetitive appointment open to United States Postal Service annuitants only. Annuitants who retired more than 90 days prior to the effective date of appointment will be required to complete a drug test and give consent for a criminal background check and National Agency Check with Inquiries.

Annuitants must apply online at www.usps.com/employment to be considered for this noncompetitive employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities and screening will be conveyed by email. Please add the following email domain addresses to your contact list to allow all correspondences to be received.

@usps.gov

@geninfo.com

Functional Purpose

Performs a variety of distribution, and sales and customer support duties for postal products and services.

DUTIES AND RESPONSIBILITIES

1. Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
2. Provides sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk.
3. Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.
4. Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
5. Distributes and scans incoming and outgoing mail at a post office, branch or station.
6. Performs any variety of mail processing tasks such as, preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays or containers, monitoring mail flow and culling out non-processable items.
7. May perform additional duties as assigned including but not limited to maintaining records of mail; facing and canceling mail; making emergency carrier relays; labeling and tying out mail for dispatch and other related duties for distribution.

SUPERVISION

Supervisor Customer Services or other supervisor/designee.

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

Requirements

There are no separately evaluated knowledge, skill, or ability requirements for this position.

PHYSICAL REQUIREMENTS

Annuitants must be physically able to efficiently perform the duties of the position, which require arduous exertion involving prolonged standing, walking, bending, and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 70 pounds.

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.